

## Police Department Records Clerk

Annual Salary: \$35,188 - \$48,507

Plus Excellent Benefit Package

Closes April 4, 2013

**\*\*THIS POSITION REQUIRES A TYPING TEST\*\***

### The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to Metro Phoenix and the Central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the AgriTech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and local charter schools, a City park and local retail and entertainment.

*Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.*

### The Department



The Maricopa Police Department is a 24/7 operation, with over 55 full time employees of which the majority are sworn peace officers.

The department averages approximately 16,000 calls for service per year and is divided into four major divisions with the Patrol division being the largest. This division includes the Traffic Unit, Street Crimes Unit, Criminal Investigations, K-9 and Patrol.

Maricopa Police Department provides the opportunity for community members to volunteer their time and talents to assist in police and law enforcement functions.

**Mission:** The mission of the Maricopa Police Department is to be a leader in providing Professional, Progressive and Proactive law enforcement services to a culturally rich community. We shall continuously strive to foster a safer environment by maintaining a high state of readiness, cultivating community partnerships and creating innovative community programs. We shall strive to accomplish these objectives without prejudice, with the highest of integrity and with the support of the citizens we serve.

### The Ideal Candidate

The ideal candidate will have:

- Processes contracts and agreements by receiving contracts, organizing legal review, obtaining signatures, distributing materials, and archiving agreements and contracts.
- Assists the public with information retrieval by copying and distributing requested documentation and providing general information regarding departmental policies, procedures, and regulations.
- Supports the Police Department in performing clerical and administrative work by answering telephones, providing customer assistance to the public, processing mail, processing and tracking requests for public records.
- Maintains knowledge of laws, policies, procedures, and guidelines affecting the office of the Police Chief to assist in performing a variety of highly complex duties in office.

**Knowledge of:**

- Microsoft Office products including Word and Outlook

**Skills required:**

- Excellent phone etiquette and verbal communication skills
- Punctual and dependable with excellent attendance
- Excellent organizational skills including the ability to handle multiple tasks and projects in order to meet deadlines

**Ability to:**

- Efficiently and effectively file important document related to the Police Department Work cooperatively with the general public and other City employees
- Handle a high volume of calls, visitors and tasks professionally and time efficiently
- Complete work with limited assistance and supervision after learning routine techniques and procedures

### Position Minimum Requirements

Any combination of experience and training comparable to two years experience in work with public contact, preferably related to processing police records and basic operational, technical or office processes; maintaining records and working with computers and customers. Graduation from High School or GED required. Must have a typing test on file with a minimum of 35 wpm typing speed. Please see "Application Procedure" section below for further typing test information.

Microsoft office experience preferred. AA degree in business, communications, or related field preferred. Public Sector experience preferred, but not required. Spillman RMS experience is preferred.

**\*PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS**



## Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

## Application Procedure

Filing Information: This recruitment will close at **5:00 p.m.** on the deadline date. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [click here to apply](#). You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Three (3) work related references
- Salary history

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

**If a typing test is required, candidates will need to provide a typing certificate demonstrating the ability to type the specified WPM speed. A signed "Typing Test Instructions" sheet (see page three of this document) must also be signed and submitted with all application documents as noted above.**

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."



## **TYPING CERTIFICATION INFORMATION SHEET**

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This position requires applicants to provide a current typing certificate (taken within the past six months) demonstrating the ability to type a certain number of words per minute (WPM). The required WPM is indicated in the “Minimum Requirements” section of the job description. Applicants are responsible for ensuring typing test documentation is included when submitting all other required documents (i.e. cover letter, resume, references and salary information) for a City of Maricopa position.

Certification must clearly state the following:

1. Name of the issuing agency
2. Date of the typing test
3. Applicant’s name
4. Signature of test agency representative

The test can be taken at any Department of Economic Security (DES) location or any online website that will provide you with a certificate. The City of Maricopa does not promote any one online typing test site.

The closest DES Job Service location is:

Maricopa Workforce connections  
735 N. Gilbert Rd., Ste 134  
Gilbert, AZ 85234  
602-372-9700

Please contact DES to schedule an appointment.

**If you are completing an online test, the attached Acknowledgement must be signed and submitted:**

I acknowledge I am the sole person who has taken this typing test. I have not engaged another person to complete this test or utilized another person’s previous test. I understand false statements on this form or any other material required for employment shall be considered sufficient cause for disqualification or if employed discharge.

Candidates Name	Candidates Signature	Date